

MINUTES
PLANNING AND ZONING COMMISSION
DATE JANUARY 19, 2021
6:30 p.m. BY THE VIRTUAL LINK BELOW

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1. **CALL TO ORDER:** Chairperson Robinson called the meeting to order at 6:31 p.m.
2. **PLEDGE OF ALLEGIANCE:** Attendees of the meeting recited the pledge of allegiance while Building Official Douady held an image of the United States flag to his screen.
3. **ROLL CALL:** Commissioners present: Chairperson Robinson, Vice Chair Heeney and Mark Tucker.

Ex Officios present: Trustee Watters and Trustee Lewis

Staff present: Manager Charles, Attorney Kelly, Building Official Douady, Planner Garvin and Assistant Clerk Swope

Absent: Commissioner Truelsen

4. **IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.** No declarations of conflicts were made.
5. **APPROVAL OF THE AGENDA:** Vice Chairperson Heeney moved and Commissioner Tucker seconded to approve the agenda. A show of hands was made to carry the motion.
6. **PUBLIC PARTICIPATION 5 minutes per person.** No comments or questions from the public, although Commissioner Tucker relayed a phone conversation he received from a citizen who asked him to be sure the local Short-term Rental owners were collecting and distributing the local lodging tax and proper sales tax.
7. **STAFF REPORTS: Discuss the joint meeting on January 25, 2021.** Manager Charles presented an outline he created to help guide the two decision-making bodies in achieving the goals identified in the outline. These goals are:
 - Determine Town Board preferences
 - Seek advice on the policies that guided the development of the regulations, and

- Whether we can move forward to an ordinance or forward with a larger public participation process with the greater community.

This outline was received positively by the commission. Concerns were expressed about public awareness of the subject. Commissioners have received feedback from community members that the information was hard to find and the website was hard to use. Other means of advertising such as the local radio stations and the local “Say What” media service may be used to call the community to the discussion.

Other items in the outline were the purpose of the regulations, and a history narrative of the questions that were asked to the Commission by the staff regarding the purpose of the regulation.

8. ITEMS CONTINUED FROM PREVIOUS AGENDAS

REVIEW OF DRAFT SECTIONS OF THE LAND USE CODE UPDATE PROJECT

8.1 Final review of Article 8 Landscaping, Screening and Trees. Send to public review.

Commissioner Tucker suggested to the Planner Garvin that some incentive to save water and other resources be included in this Article. The Dolores area is currently experiencing extreme drought and might need to enforce conservation efforts in the future even though the town has adequate water production for the current population. The commission considered the choice of policy or regulation and leaned toward policy with educational material as a supplement. They thought the policy could be integrated into the purpose of the Article. Commissioner Tucker asked for better clarification in the Article in Section regarding the undeveloped space from a property line to the improved surface of the street right of way. It was decided to refer the reader to Title 8 of the Municipal Code which assigns responsibility to the property owner to maintain weeds, trash and rubbish on surfaces to the street and to the middle of the alley adjacent to their property line. The Commission reviewed the Landscape Plan Review. Some discussion of whether the commission would review the plan or if it would be a staff duty. Planner Garvin and Attorney Kelly will research the impact on the Commissioners role as Board of Adjustments if they get the duty. The plan includes a set of criteria for a landscape plan that may require the applicant to hire a professional to make the site plan. Commissioner Tucker suggested adding a requirement for Certified Weed Free landscape materials and Garvin will add “native and naturalized species” to the preferred plant material statement. The Commission talked about exempting small scale projects from the performance bond requirement. These criteria will be enforced on the larger development projects and commercial development. This article will be revised one more time and offered to the Commission in February before sending out for public review.

In other business Commissioner Heeney requests the Building Official prepare a monthly report for the Planning and Zoning meetings going forward. The purpose is to keep informed of all development within the town. Building Official Douady says he can prepare a report for them.

8.2 Final review of Article 6 Site/Structure Standards Section send to public review. Planner Garvin has revised this Article to reflect the Commissioner's and Staff's feedback concerning design standards and water management. In summary the design standards were reduced to just the front face of the structure for residential development and water management is now in site development standards for new development. The Commission wants to see an "applicability" section in the residential standards section and the identification of the applicable zone. In section A. Residential Design Standards, the sentence in item 3 b. for 15% minimum coverage of window area on the front of the residence is to be removed but item 3 c. "Garage doors for attached garages on the front facade shall not exceed 40% of the total width of the front façade" will remain. The subdivision standards have become part of the site development standards in this revision and applies to zoning permit applications and site development permit applications. The Commission will evaluate the site development standards and relay comments to Planner Garvin in the next few days.

8.3 Review updated Article 12, Outdoor Lighting send to public review. Sent to the next meeting for consideration.

9. NEW BUSINESS:

9.1. Review of Article 4 - Use Specific Standards. This item will be reviewed at the February 2, 2021 meeting.

10. ADMINISTRATIVE: none

11. ADJOURNMENT: Chairperson Robinson adjourned the meeting at 8:35 p.m.

Linda Robinson, Chairperson

Ann Swope, Assistant Clerk